

CHECKLIST

INSTRUCTOR APPLICATION / OCCUPATIONAL EXPERIENCE VERIFICATION

School _____ Date _____

INSTRUCTOR APPLICATION FORM (INST-1)

- _____ 1. Full name and address of the Instructor Applicant
- _____ 2. Applicant's current phone Nos.: Home____ Work____
- _____ 3. Employing school's name and address
- _____ 4. List of all Programs and/or Stand Alone Courses to be taught
- _____ 5. Date employed at school
- _____ 6. ALL questions in Section B answered: a.____ b.____ c.____ d.____
- Any question(s) answered "Yes"? a.____ b.____ c.____ d.____
 - Explanation/documentation attached for each Yes answer? a.____ b.____ c.____ d.____
- _____ 7. **REQUIRED** signatures and date: Applicant____ Employing School Owner/Director____
- _____ 8. Teaching students under 16 years? Yes____ No____
- If **Yes**, contact the Division for requirements to teach minors: 303/866-2723
- _____ 9. Section C, *Education area* completed
- ____ *Education area* included special and/or military training which applied to occupational area

OCCUPATIONAL EXPERIENCE VERIFICATION FORM (INST-2)

- _____ 1. INST-2 forms attached for each employer and/or period of self-employment Yes____ No____
- If **No**, number of forms missing____
- Notes: _____
- _____ 2. All job titles and duties listed are related to Program/Course area in which applicant will be teaching
- _____ 3. Applicant did NOT verify any hours obtained while employed as a teacher
- _____ 4. All dates____, total hours worked____, and related duties____ are listed
- * Minimum of 4,000 hours of related (non-teaching) experience verified WHEN license, training certificate or degree required for occupational area
 - * Minimum of 10,000 hours of related (non-teaching) experience verified WHEN license, training certificate or degree NOT required for occupational area
- _____ 5. All occupational experience verified was after age 16 yrs____
- _____ 6. Each INST-2 form, Section 1 signed by applicant
- _____ 7. Each INST-2 form, Section 2 signed by employer
- _____ 8. When self-employment reported:
- ____ a. Applicant completed separate INST-2 form for each period of self-employment
 - ____ b. Applicant completed and signed both Section 1____ and Section 2____ on each INST-2
 - ____ c. Applicant's Section 2 signature notarized on each applicable INST-2
 - ____ d. Proof of self-employment provided, e.g., photocopies of income statements; Schedule C; and/or Letters of Reference
- _____ 9. When previous Employers **not** available; Records **not** available; and/or Business **closed**:
- ____ a. Applicant completed and signed both Section 1____ and Section 2____ on each applicable INST-2
 - ____ b. Applicant's Section 2 signature notarized on each applicable INST-2
 - ____ c. Applicant's short note of explanation attached explaining why previous employer could not verify
 - ____ d. W-2 forms attached that were relative to first and last dates of applicable employment____
and/or
Reference letters attached verifying dates of employment and job duties____

SIGNATURE of School Official Responsible for Instructor Approval